

AR-80-71; Rev. 78

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

		RECORDS MANA	GEMENT DIVISION	
INSTRUCTIONS: See	Publication No. 76-RM-1 for instructions on completing the sand History, Records Management Division, 330 Capitol	is form. Forward sign Avenue, Atlanta. Ge	ned original to eorgia, 30334,	
Attention: Scheduling S				
FOR AGENCY USE	1. Agency Address State Scholarship Commission		IANAGEMENT USE	
Application Date	Georgia Higher Education Assistance Authority Application Number			
2-27-78	Pivision - 9 Lavista Perimeter Park, Suite 1	10 <b>78-7</b>	7	
Application Number	2187 Northlake Parkway	Date Received	Date Completed	
	Tucker, Ga. 30084	MAR - 2 1978	APR 1 1 1978	
78-003	Working Title	<u> </u>	Telephone Number	
Ralph D. Robe	rts Fiscal Officer	•	393-7241	
3. Action Requested				
	Schedule; record will continue to accumulate.			
b. Dispose of present a	ccumulation; no further accumulation anticipated.			
c. Amend Application	No Check One: 🗆 Change; 🗖 Superces		•	
1. Dates of Series	5. Records Series Title (followed by title used in office; if di	fferent)		
Earliest Latest				
FY 69   Continuous				
6. Division and Office Function	What is the function of the Division and the Office in			
	Georgia Higher Education Assistance Authorit	_		
	ms: 1) Direct Loan Program in which recipier			
funds directly. 2	). The Private College Tuition Grant program	in which stude	ents attending	
in which students at	awarded tuition grants. 3). The Georgia Inc tending approved institutions in the state a	entive Scholars	enth brogram	
4). The North Georgi	a ROTC program in which students who are att	endino North Ca	is vascu on need. Poroja College	
and participating in	the ROTC program are awarded grants.	charme notett de	TOTAL OUTLESE	
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			-	
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		•		
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if a	ny):	
Documents relating to: p	paying students and institutions of higher le	earning funds gr	ranted under .	
	he Authority's assistance programs.			
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Included are: o	ancelled checks payable to student or instit	cution of higher	r learning.	
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File is arranged: Chronic	ologically by month in which cleared bank:	thoroundon	and and the tree	
check	number.	thereunder nume	crically by	
8. Monthly Reference Rate	How often are records referred to which are:			
	ce yearl seven to twelve months old twice year lighirteen ler twice yearly.	to twenty-four month	ns old <u>twice yea</u> rly	
9. Annual Rate of Accumulati	on of Records			
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify) $\frac{5}{2}$	boxes	
	The second secon			

(Over)

YES	NO	10. Questionnaire	(Place an "X" in the prope	er ∞lumn)	7
X		a. Is this the offi If not, where i	cial copy of the series?		
	х			ation requiring security handling? If yes, cite law or regu	lation.
X		c. Is this a vital re	ecord?		
	X		s have historical or long term		
	X		wo documents in the file mak scheduled separately?	ce it necessary to keep the entire file for a long period, co	uld these
	X			ver published? If yes, attach copy,	
	_x	g. Is the information of the second of the s	tion contained in this series ev	ver analyzed and/or recorded in a summarized report?	
	х		ication of this series in your o	office, or in another office or agency?	
	X		or a major portion of it) regula	arly microfilmed?	,
X	I		d series result in a computer r		
11. F	Retent	ion Requirements	The following red	quires the series to be kept:	
` t	o. Stat	te Law tute of limitation eral law	0 years. 23 years.	d. Audit period  e. Administrative need  f. Federal retention instructions  0	years. years. years.
	Fede:	ral laws and r ined for not l 8 years.	less than (5) years a	dministrative need. hat all records pertaining to each stude fter loan has been repaid, repayment per ions Part 177, Title 45. (see attached)	iod maximum
12. /	Approv	ed Disposition Instr	ructions This agency recor	mmends that the file series be cut off at the end of each:	·
	Trac Trac Trac Desi	nsfer to local holdin nsfer to State Recor troy,	s area <u>6</u> month(s)  ng area; holdyear  rds Center; hold <u>22_1/2</u> ves for permanent retention.	r(s): then	
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( 1 ). •		•			
, ·	'hese ii	nstructions apply to	all prior and future accumula	ations of the series.	
Agend	y Hea	d/Designee (Signat	ture) Date	Records Management Officer (Signature)	Date
de	vole	Very how		1 Malph O Pobert	
_	-				2/28/28
		lations in para-	ب مرد و المراجع	State Records Committee (Signature)	2/28/78 Date
If dis	17	GRANANGE -	<b>6</b> 1	State Records Committee (Signature)	2/28/78 Date
	approv	approved red, attach letter	State Auditor/Designee	The state of the s	2/28/78 Date 14-7-78
if exp		red, attach letter	State Auditor/Designee Secretary of State/Designee	The state of the s	2/28/78 Date 4-7-78

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